



City of South Tucson
 Police Records
 (520) 622-0655

Police Records Request Form

Authorization to Release Information

The information on this form will assist the South Tucson Police Department in providing the public records you are requesting. You must provide sufficient information to specifically identify your records, such as case number, name(s) incident location and/or date of occurrence. Under Arizona law, some information not subject to release may be redacted from records prior to release. Information covered under the Health Insurance Portability Accountability Act (HIPAA) will not be released without proper authorization and documentation.

You may choose to leave your request and have the report mailed to you. Please ensure that the address and the phone portion of this request are completed correctly. You will be required to pay in advance for the report plus postage.

Name of Requestor _____ Date _____
 Address _____ Phone _____
(Street name & Number) (City/State) (Zip)

These documents will be used for:

- ___ Personal, non-commercial use. I am aware of the penalties for conversion to commercial use.
- ___ Commercial use. I certify that these documents will be used for: _____

Fee: To OBTAIN POLICE and/or COLLISION REPORTS - \$5.00 per report. Paid in advance. Additional 0.25¢ per page if over 15 pages. NOTE: There is No Charge if requestor is a victim of a crime.

STPD Case Number _____
(10-digit number)

If case number is not known, please complete the fields below:

Date of Incident: _____ Location: _____

Type of Incident: _____
(Assault, Accident, Criminal Damage, Burglary, etc.)

Name of person(s) involved: _____

Additional Information _____

OFFICE USE ONLY	
TIME REQUEST RECEIVED: _____	
INFORMATION RELEASED: _____	
REDACTIONS: STANDARD _____	
OTHER _____	
PROCESSED BY: _____	